

# Getting Your Substitute Certification

**MUST ALSO COMPLETE THE CSD SUBSTITUTE TEACHER APPLICATION PACKET FOUND ON THE DISTRICT WEBSITE**

1. Go to the Missouri Department of Education website to find the substitute teacher page
  - i. Link:  
<https://dese.mo.gov/educator-quality/certification/substitute-teachers>
2. There is a link on that page that will take you to a substitute certification checklist.
  - i. Link:  
<https://dese.mo.gov/educator-quality/certification/checklist-substitute-teachers>
3. The first requirement on the checklist is to fill out an online substitute certification application. To achieve this you must make a profile in the certification system.
  - i. Here are the directions to register in the system.

## REGISTER

1. To access the system, you must first create and register a user id and password on the **Certification Account Portal**. Click "**Register**" in the lower portion of the page.
2. Complete the registration questions
3. Click "**Create User**" (a confirmation message will appear)
4. Click "**Return to DESE Login page**" link

**NOTE: Do not create more than one username.** Creating multiple usernames will cause the system to deny you access to your profile page and certification records. If you have forgotten your username or password, you can click on **"Forgot Username/Password?"** in the lower section of the login page to request your username or to reset your password.

## 2. CONNECT USERNAME/PASSWORD TO WEB APPLICATIONS SYSTEM

1. Enter your username and password and click **"Login"** to access the **User Application page**.
2. Click **"Educator Certification System - Request Educator Access"** link
3. Click **"Submit"**
4. Click **"Close"** in the small confirmation window
5. Click on **"Educator Certification System"** link
6. Enter your Social Security Number (SSN) and date of birth (DOB)
7. Click **"Submit"**
8. Enter or verify your Profile information (proper/legal name - no nicknames) and click **"Save Profile"**
9. Scroll down and complete or edit the Contact Information\* section and click **"Save"**

\*An e-mail address must be included in this section, as all correspondence from Educator Certification will be sent to you by e-mail.

## 3. APPLY FOR CERTIFICATION

1. Locate the appropriate application (Initial, Substitute, Non-MO Graduate, etc.) under **"Applications"** in the menu on the left side of your Profile page.
2. Click on the application name link to open the application
3. Complete the application\*
4. Click **"Submit to DESE"**
5. Mail supporting documents as indicated on application checklist, if applicable (NOTE: Your internet browser must allow "pop-ups" in order to view the application checklist.)

\*Complete the application, answering the Professional Conduct questions on the application truthfully and reviewing the Sworn Statement before electronically signing by selecting "I accept." This agreement provides DESE with permission to verify your professional conduct statements.

ii. After your profile is made you need to fill out a substitute certification application.

## . ONLINE SUBSTITUTE CERTIFICATE APPLICATION

- You will first need to create a profile in our certification system. Please follow the instructions outlined in the **Educator Certification System Help Guide** for the Certification System.

- After you have created a profile in our certification system, find the "applications" link in the menu on the left hand side of the screen to see a list of application types.
- Choose "Substitute" from the list to create an online application. Complete and submit the application.
- A non-refundable processing fee of \$50 is required. The fee will be paid at the time the application is submitted online. Fees may be paid by credit/debit card or by e-check.

4. The second requirement is to produce all of the required supporting documents.

i. This option is for those of you who have 60 college credit hours.

1. ORIGINAL TRANSCRIPTS from ALL institutions you have attended must be mailed to: **Educator Certification, PO Box 480, Jefferson City, MO 65102-0480**. Please be sure to include your Social Security number or Educator ID number on all of the transcripts. Acceptable hours must be completed through a college or university that is regionally accredited through one of the following approved associations: AdvancEd, Higher Learning Commission, Middle States Association of Colleges and Schools, New England Association of Schools and Colleges, Northwest Commission on Colleges and Universities, Southern Association of Colleges and Schools, and Western Association of Schools and Colleges. Do not email copies of transcripts. Faxed, scanned, emailed, or photocopied transcripts will not be accepted. Electronic transcripts will be accepted directly from the National Student Clearinghouse. Transcripts become the property of the department and cannot be returned.

2. This option is for those that need to take the online training.

- i. CERTIFICATE OF COMPLETION FROM APPROVED SUBSTITUTE TRAINING
  1. To register for training/print a copy of certificate of completion, please visit **Frontline Education**
- ii. COPY OF HIGH SCHOOL DIPLOMA, GENERAL EDUCATION DIPLOMA (GED), OR HIGH SCHOOL EQUIVALENCY TEST (HiSET) must be mailed to:

**Educator Certification, PO Box 480, Jefferson City, MO 65102-0480.** Please be sure to include your Social Security number or Educator ID number. Faxed, scanned or emailed documents will not be accepted. These documents become the property of the department and cannot be returned.

1. This is the link to register and enroll in the online program required to get your substitute license when you don't have the required college credits.

a. <https://www.frontlineeducation.com/pages/resources/modese/>

5. The third requirement on the checklist is to get a criminal fingerprint/background clearance. See instructions at this [link](#).

6. When each of the steps above are completed there will be a wait time while all of this information is processed. Here are the directions to check on the status of your application.

#### **TO LOG INTO YOUR ONLINE EDUCATOR PROFILE**

To access your certification account (online profile) you must first log into DESE **Web Applications** with a user ID and password, and then choose the Educator Certification System link located on the User Applications page. Your certification account (online profile) provides access to each of the following:

- Apply for a certificate
- Print out a certificate
- View a certificate or pending application
- View assessment scores

- Check for the receipt of transcripts
- Check fingerprint/background status

**Please Note:** If you have not logged in to your certification account (online profile) in over 12 months, please contact the Office of Data System Management at [webappsloginassistance@dese.mo.gov](mailto:webappsloginassistance@dese.mo.gov) or 573-522-3207.